



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Indiana Commission for Higher Education		<b>BU:</b>
<b>Division:</b>	<b>Section/District:</b>	
<b>Job Title:</b> ICHE Summer Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b>		
<b>Reports To:</b>		
<b>FLSA Status:</b> <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

### **Purpose of Position/Summary:**

The Indiana Commission for Higher Education seeks an intern for assistance with a variety of educational policy issues. The Indiana Commission for Higher Education is a fourteen-member public body created in 1971 to:

- Define the educational missions of public colleges and universities
- Plan and coordinate Indiana's state-supported system of postsecondary education
- Review budget requests from public institutions and the State Student Assistance Commission
- Approve or disapprove for public institutions the establishment of new programs or expansion of campuses

### **Essential Duties/Responsibilities:**

An intern at the Commission would work closely with Commission staff, the Governor's staff, legislative staff, and staff from the public postsecondary institutions on a variety of issues. Primary duties would include:

- Research and collect data and information related to Commission policies
- Attend monthly Commission meetings (held at public college campuses), participate when necessary
- Assist in drafting white papers for proposed Commission policies
- Work with college and university staff to collect and share information

### **Job Requirements:**

A good work ethic, solid communication (reading/writing) skills, ability to work without constant supervision, Microsoft office skills helpful, data skills (e.g., SPSS) a plus, but not necessary.

### **Supervisory Responsibilities/Direct Reports:**

### **Difficulty of Work:**

Commensurate with the ability and desire of the intern. The work may be as difficult as the intern is willing to take on.

### **Responsibility:**

The intern would be expected to be at the Commission office one to two days per week (or more if the intern prefers). Once a work plan is in place, work may be completed off site as well. The responsibilities will be somewhat dependent upon the nature of the work the intern wishes to take, and the time constraints of the Commission's schedule. Some travel to state college and university campuses may be necessary (transportation could be provided).

### **Personal Work Relationships:**

Intern will work closely with Commission staff, legislative staff, staff from the Governor's office and OMB, and staff from the public postsecondary institutions.

### **Physical Effort:**

No physical work involved.

**Working Conditions:**

At the Commission offices, 101 W. Ohio, Suite 550, Indianapolis, IN. Intern will have work space and computer/technology provided.